

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, September 12, 2005

CALL TO ORDER: Following due call and notice thereof, Mayor Morey called the meeting to order at 7:00 p.m. in the Council Room, City Hall.

ROLL CALL: Members present: Mayor Michael J. Morey; Council Members Paul Fisch, Randi Vick, Gary Klug and Robert Standish. Members absent: None. Consultants and City staff present: Randy Shefelbine and Robert L. Nelson. Visitors present: Tom Molling, Peter Gengler, Joe Rud, Kyle Skov, Tracey Von Bargem and Jane Palen, reporter.

CONSENT AGENDA: Following brief discussion, a motion was made by Member Klug, seconded by Member Standish, to approve the Consent Agenda items, listed below. All members voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS: To approve the minutes of the Regular Meeting held Monday, August 22 and the Special Meeting, held Thursday, September 1, 2005, as presented.

B. SCHEDULE OF SALUTES: To approve the 12 Salutes checked on the order schedule for publication in the Caledonia Argus with a lump sum billing at \$25 per salute for a total of \$300.

C. MEMBERSHIPS: To approve and authorize renewal of memberships in the below listed organizations for the fees indicated.

1. South East Minnesota Historic Bluff Country: \$1,483.50.
2. Mayor's Association: \$20
3. League of Minnesota Cities: \$2,367

VISITORS AND COMMUNICATIONS

A. ZONING APPLICATION – PETER MOLLING: This application, having been presented at the preceding Council Meeting, was tabled because a neighbor asserted that part of the property proposed for locating the building was actually owned by them. Clerk Nelson reported that that individual had returned to the Clerk's Office after conferring with a registered land surveying company, finding that the survey introduced by Mr. Molling was proper and correct and that the contested piece of land did in fact belong to Mr. Molling. Following discussion, including inquires by certain Council Members as to the relocation of the building farther than 3' from the west property line, a motion was made by Member Klug, seconded by Member Standish to approve the Zoning Application granting a 27' setback variance on the west (side) property line and a 25' setback variance on the north (rear) property line. Further, stipulating that the need for a privacy fence, such as a chain link fence with webbing, would be re-examined on or before August 1, 2006. Should the appearance of the property be unacceptable to the adjoining residential neighbors, the Council would order installation of a privacy fence. During further discussion, a motion was made by Member Fisch, seconded by Member Vick, to amend the original motion to require that the building be located 15' from the west (side) property line instead of 3'. Members voting in favor: Fisch. Opposed: Morey, Vick, Klug and Standish. The amending motion was declared failed. Voting in favor of the original motion: Morey, Vick, Klug and Standish. Opposed: Fisch. The motion was declared carried.

B. PRELIMINARY PLAT – RG & G FIRST ADDITION: The City Council reviewed an illustration named Preliminary Plat, RG & G First Addition, part of Section 24, T 102N, R 6W, Houston County, Minnesota, drawn by Massey Land Surveying, Inc., Kasson, MN. The illustration showed two general areas, one being Lot 1, Block 1 which is the presently owned property of Sno Pac Foods at 521 Enterprise Drive. The second general area, south and west of the above parcel is shown as Outlot A. Outlot A extends southward to the north boundary line of Green Acres Second Addition. The illustration showed two foot contours, but contours ended at the property lines of the proposed development. Also illustrated was a 66' right of way for a future street, part 8' and part 10" water main and 8" sanitary sewer main with a proposed lift station located in an un-platted parcel adjoining Katrina Drive and Green Acres Drive in Caledonia Township. Mr. Gengler indicated that in that development planned at this time would include a building for Joe Rud Trucking and also for himself. Mr. Gengler was interested in receiving approval of the preliminary plat so he may proceed with landscaping that area immediately south of Lot 1, Block 1 to determine the size of parcels to be designated for the Joe Rud Trucking firm and for his property. He indicated he would like to put his shop up yet this fall. Mr. Skov indicated that the lift station would handle 350 residential homes. He stated the proposed retention pond for storm drainage still needs to be sized. Also discussed were the types of Zoning, whether the entire parcel would be zoned industrial or industrial on a northern portion

and residential on a southern portion. Discussing an industrial use with heavy truck traffic and seeing a 37'5" wide street illustrated, Mr. Skov said there would be no problem with widening the street to 41'. Regarding water main lines, Mr. Skov said a 10" main was slightly more expensive than an 8" main, but the shut off valves and other apparatus were approximately \$100 more per additional inch, meaning an 8" valve would cost \$800 and a 10" valve would cost \$1,000. Since there appeared to be numerous questions and a great deal of further examination of the preliminary plat, Mayor Morey scheduled a Special Council Meeting for 7:00 p.m., Monday, September 19, to further examine and discussion the proposed development.

C. POLICE DEPARTMENT

1. SECRETARIAL POSITION: Police Chief Randy Shefelbine discussed the circumstances at the Police Department with the secretary having gone on maternity leave to arrange for a temporary replacement to continue the secretarial work. Discussion included three individuals, one already connected with the City in other employment, one indirectly involved with law enforcement in a nearby municipality and a third person. All three are familiar with general computer operation and word processing programs. Following discussion, the Council concurred by general consensus that the individuals would be interviewed and one or two of them maybe recommended for temporary hire at the next Regular Council Meeting.

2. ALTERNATE SIDE PARKING ORDINANCE: Chief Shefelbine and Clerk Nelson reviewed the proposed draft of the alternate side parking ordinance with the Council making changes in the draft to the extent that the annual beginning date would be November 1 instead of October 15; alternate side parking regulations would not apply to one side parking streets such as South Marshall Street or Vista Drive; and, the fine for violation would be \$10 instead of \$15. Following discussion, a motion was Member Klug, seconded by Member Vick, to approve the Alternate Side Parking Ordinance as Ordinance #216, directing its publication in the Caledonia Argus. All members voted in favor and the motion was declared carried.

D. COMMUNICATIONS

1. EDA Director's Report. July/August 2005.
2. Principal Financial Group, Rate Schedule.
3. The Wheel, Rotary Club, Sept. 2005.
4. Letter, Davy Eng., 8-22-85, Washington St.
5. Letter, Houston County, 8-31-05, Building Code.
6. Letter, La Crosse Disposal System, 8-18-05.

CLAIMS

A. PREPAID CLAIMS: Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Member Vick, to approve the Prepaid Claims List for August 2005. All members voted in favor and the motion was declared carried.

Midwest Tape	Library – DVDs	223.89
Northern Beverage Distribution	Beer	1,606.55
Schott Distributing Co., Inc.	Beer	3,792.60
Spring Grove Soda Pop, Inc.	Beer & Soft Drinks	56.75
Augedahl, Tyler	Rec Park Mileage	129.50
Bank of the West	Fed/FICA/Med	7,214.24
Caledonia Lodging, LLC	Tax Abatement	2,345.58
City Of Caledonia	Employee Share Health Insurance	381.40
City Of Caledonia Emp. Assn.	Association Dues – August	150.00
Minnesota NCPERS Life Ins	NCPERS Payday 8-16-05	32.00
MN Benefit Association	MBA payday 8-16-05	152.63
Orchard Trust Company AS	TSA Payday 8-16-05	1,255.00
Public Emp. Retirement Assn.	PERA payday 8-16-05	3,458.22
Schoeberl, Milton & Sharon	Tax Abatement	130.50
Sno-Pac Foods, Inc.	Tax Abatement	1,055.61
Alco Discount Stores	Rec Park & Pool Miscellaneous	66.28
B & D Sealcoating	Clean / Seal Parking Lot	1,150.00
B & M Service Center	Gas / Battery	95.44
Caledonia Implement Co.	21 Pairs of Gloves	199.50
Caledonia True Value	Miscellaneous Items	176.40
Caledonia Auto Parts	Miscellaneous	28.13
Crystal Canyon Inc/Ecowater	Drinking Water	60.23
Dahlberg & City, Claire/Marty	Meter Deposit Refund	79.50
Evans, Tim	Meter Deposit Refund	79.50

Jilek & City, Pat	Meter Deposit Refund	212.00
Johnson Brothers Liquor	Liquor / Wine	1,688.12
Kimmel & City, Amber	Meter Deposit Refund	75.83
Klug, Anthony	Reimbursement – Refrigerator for STP	93.77
Lechtenberg & City, Nathan	Meter Deposit Refund	77.78
Maug & City, Leon	Meter Deposit Refund	79.50
Miller & City, Yvette	Meter Deposit Refund	212.00
MN Municipal Utilities Ass.	2005 Dues Assessment	265.50
Mower County Recorder	Filing Fee – Ambulance Loan	20.00
Phillips Wine & Spirits Co.	Liquor / Wine	1,661.81
Rogich, Mike	Tree Removal	150.00
Roney & City, Kari	Meter Deposit Refund	79.50
Scott Construction, Inc.	Seal Coat – City Streets	40,424.83
Avenet Web Solutions	1 Year Host/Maintenance/Support	360.00
Midwest Wireless Comm.	Mobile Unit	217.06
Northern Beverage Distribution	Beer	1,009.95
Schott Distributing Co, Inc.	Beer & Root Beer	5,231.25
Shefelbine, Randy	Reimbursement – Office Supplies	58.64
Spring Grove Soda Pop, Inc.	Beer & Water	89.75
B & H Fire Equipment	Fire Department Equipment	266.00
Blade – Tech Industries, Inc.	Taser Holsters	166.80
Caledonia Oil Company	Diesel Fuel	990.00
Culligan	Drinking Water	59.71
Kraus Oil Company	Unleaded	1,032.00
VISA	Miscellaneous Items	110.07
Northern Beverage Distribution	Beer	2,601.95
Schott Distributing Co., Inc.	Beer	3,785.65
Spring Grove Soda Pop, Inc.	Beer	422.00
Bank of the West	Fed/FICA/Med	6,324.55
Blocker, Matt	Mileage Reimbursement	181.30
Commissioner of Revenue	State Withholding	4,077.31
Arch Wireless	Mobile Units	68.31
Buttell's Lighting	Ballasts/Bulbs	246.23
Emergency Apparatus Maint.	FD-Engine	2,258.09
Gavin, Mike	Animal Control – August 2005	300.00
Houston County Treasurer	Ho Co. Collection Site	3,267.50
Orchard Trust Company AS	TSA Payday 8-30-05	1,255.00
Public Emp. Retirement Ass.	PERA payday 8-30-05	3,455.20
Griggs, Cooper & Co.	Liquor / Wine	2,412.12
Johnson Brothers Liquor Co.	Liquor / Wine	1,328.29
MN Department of Revenue	Sales Tax – August	14,526.19
Northern Beverage Distribution	Beer	1,579.15
Phillips Wine & Spirits co.	Liquor / Wine	1,028.84
Principal Life	Life/Ad&d/STD	589.49
Richard's Sanitation	Recycling – Collections	5,574.70
U S Postal Service	Utility Billing August 2005	317.28
Ace Link Telecommunications	Communications Expense	1,051.83
Augedahl & City, Delores	Meter Deposit Refund	79.50
Baldwin Cooke Company Inc.	Planners	46.55
Bank of the West	Fed/Fica/Med	1,023.81
Betz & City, Gordon & Dianne	Meter Deposit Refund	79.50
Bonanza Grain Inc.	Miscellaneous	4,066.26
De Wall & City, Darin	Meter Deposit Refund	77.31
Goetzinger & City, Brain	Meter Deposit Refund	79.50
Grobstrick & City, Gilbert	Meter Deposit Refund	202.44
Jahn's Transfer, Inc.	Liquor – Freight Expense	65.47
Klug & City, Rita	Meter Deposit Refund	207.13
Knaver & City, Charles	Meter Deposit Refund	75.16
Michelson & City, Corey	Meter Deposit Refund	75.96
Public Emp. Retirement Assn.	PERA Payday 9-2-05	476.65
Schott Distributing Co, Inc.	Beer	5,904.95
Snap-On Tools	Equipment / Tools	145.10
Spring Grove Soda Pop, Inc.	Beer	587.50
Tri-County Electric Co-op	Electric Energy	67.31
United Parcel Service	Ups Fee	116.26
Aquila	Natural Gas	2,058.74
Astleford International	Light Department Cab / Chassis	46,345.00

Ho Co. Historical Society	Profit Sharing of Pencil Print	96.50
Merchants Bank	ACH Fee September 2005	29.10
MN County Attorneys Assn.	PD – Registration Fee Rolbiecki	30.00
Northern Beverage Distribution	Beer	1,301.15
Tri-County Electric Co-op	Appliance Rebates	160.00
U S Postal Service	Postage Stamps for PD	37.00
Hoscheit, Matt	Mileage Reimbursement	211.64
Schott Distributing Co., Inc.	Beer	694.95
US Postal Service	Clerk’s Office – Stamped Envelopes	<u>624.85</u>
		\$ 200,167.59

B. CLAIMS PAYABLE: Following review, discussion and deliberation, a motion was made by Member Fisch, seconded by Member Klug, to approve and authorize payment of the Claims Payable List for August 2005. All members voted in favor and the motion was declared carried.

Airgas North Central	Oxygen / Acetylene	59.75
Alco Discount Store #273	Garbage Bags & Cleaners	35.44
American Legal Publishing	Folio Supplement	620.00
Artic Glacier Inc.	Ice	532.24
Baker & Taylor Books	Library Books	709.46
Braun Pump & Controls, Inc.	E. Grant Lift Station Labor	26,439.53
Caledonia Drugs	Gloves	13.94
Caledonia Electronics	Miscellaneous Office Supplies	285.11
Caledonia Implement Co.	Bulk Steel, Cap Screw, Filter	61.34
Caledonia Lumber Co, Inc.	New Bathroom Materials	333.21
Caledonia Oil Company	Ambulance Parts & Labor	90.58
Clarey’s Safety Equipment	Flashlights / Clamps	155.55
Communications Service Inc.	Pager Repairs	238.30
Creative Solutions	Tech Support	18.00
Crystal Canyon Inc./Ecowater	Cooler Rent & Drinking Water	86.28
Curt & Candy’s Hardware Hank	Miscellaneous Supplies	685.74
Custom Communications, Inc.	Liquor Store – Service Call	255.00
D S Electric Supply, Inc.	Bulbs & Miscellaneous Items	897.25
DALCO	Miscellaneous Supplies	69.57
Davy Engineering	Sewer Rehab Project	486.25
Davy Laboratories	3 Total Coliforms	1,221.16
ECM Publishers	Miscellaneous Ads	402.40
Ellingson Motors	#96 Repairs	423.83
Emergency Medical Products	Miscellaneous Supplies for Ambulance	345.49
First Supply	New Bathroom Materials & Hydrafinder	351.06
Gopher State One-Call, Inc.	52 Location Notifications	72.20
Graybar	Boiler Parts	93.26
Green Power Equipment	Floor Dry & Grease	45.37
Griggs, Cooper & Company	Liquor / Wine	953.09
Hawkins, Inc.	Chemicals	1,180.19
Heiman Fire Equipment, Inc.	Maintenance On Pumper 1420	1,000.00
High Voltage Test Laboratory	Test Gloves / Sleeves	58.11
Hoskins Electric Co.	New Bathroom & Light Repair	344.79
Johnson Brothers Liquor Co.	Liquor / Wine	912.43
Ken’s Small Engine	Trim Line, Bar Oil & Saw Chain	37.19
Mac Queen Equipment, Inc.	Deflector Rubber	126.50
Menard’s	New Bathroom Materials	45.57
Meyer Furniture	New Bathroom Materials	30.00
Midwest Bottle Gas Co.	LP Tank for Disposal Site	16.77
Midwest Tape	Library – DVDs	66.97
Minnesota Dept. of Health	Water Connection Fee 3 rd Quarter	1,471.00
Mississippi Welders Supply Co.	Oxygen	35.15
Myhre Construction	Grind/Clean up tree stump	252.50
Philips Wine & Spirits Co.	Liquor / Wine	887.72
Quillin’s IGA	Drinking Water	19.14
Rippe, Hammell & Murphy	Prosecution Matters	3,859.75
Sandry Fire Supply, LLC	Repair Hole in Pant	62.82
Schilling Supply Company	Copy Paper, T Tissue & Towels	525.96
Schmitz Refrigeration, Htg & A.	A/C Repairs	50.00
SE Libraries Cooperating	Auto Fees	382.00
SE MN Development Corp.	Comm RLF/Rice Pharmacy	308.37
Sherwin – Williams Co.	Traffic Paint & Crosswalk Paint	387.90

St. Mary Auto Body Shop	Towing Fee & Driver Door Window	46.63
Tri-County Electric Co-op	Electric Energy	110,779.59
Tri-State Business Machines	Copier Agreement for PD	59.03
United Auto Supply, Inc.	Miscellaneous Supplies	277.13
Wesco Receivables Corp.	Helmet Lights	213.00
Winona Controls, Inc.	Boiler Repairs	681.13
Winona Heating & Ventilating	Roof Repairs to City Hall	865.00
WWTP MPCA PFA Loan Fund	1193-96 PFA Loan	3,725.00
Zep manufacturing Company	Cleaners	153.52
Ziebell's Hiawatha Foods, Inc.	Mix & Corkscrews	58.53
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		\$164,899.77

OLD BUSINESS

A. HELP AMERICA VOTE ACT (HAVA): Clerk Nelson inquired of the Council Members whether or not they had any proposed criticisms of the draft agreement distributed by Houston County with regard to proposed changes of election, purchase of machines, sharing of polling places, and the like. The Council Members indicated they were in general agreement with the document and had no specific concerns at this time.

B. FIRE BARN GARAGE DOOR OPENERS: Clerk Nelson reported on the investigation to determine the cost of electric garage door openers with remote control units as researched by Michael Gerardy, Administrator Coordinator. The quote to install heavy duty residential units for four overhead doors would be approximately \$400 per door for a total of \$1,600 plus Minnesota Sales Tax. For medium duty commercial openers the cost would be approximately \$600 per door or \$2,400 plus Minnesota Sales Tax. Following brief discussion, the Council directed Clerk Nelson to research the expenditures to date and report back with the status of current expenditures in comparison with the 2005 Budget.

C. ELECTRIC DEPARTMENT GARAGE: Clerk Nelson reported on the investigation by Administrative Coordinator Mike Gerardy into the cost of materials and heating system for a proposed electric department garage which would be assembled by city staff members. The materials and heating costs for a 31' x 40' building would amount to \$28,000 if the heating system were a hanging gas heater as opposed to \$31,000 if the heating system included a design for in-floor heat. Following discussion, the Council directed that Mr. Gerardy attend a future meeting to present the issue in greater detail.

D. FLASHING WARNING LIGHTS FOR STH 44/76 PEDESTRIAN CROSSING: Clerk Nelson reported that Administrative Coordinator Gerardy had followed up on the written application for the proposed warning lights in advance of the pedestrian crosswalk. Bill Bowe, a MNDOT Representative from the Rochester District Office, stated he would schedule a visit with City Representatives to meet at the site and with all probability approve installation of flashing lights. Council Members were asked if one or two representatives wished to be appointed to meet with Mr. Bowe to discuss the installation. Mayor Morey and Members Standish volunteered. Following discussion, a motion was made by Member Fisch, seconded by Member Standish, to authorize City Employees to immediately place an order for all necessary materials for installation of the flashing lights when approval was given by the MNDOT Representative. All members voted in favor and the motion was declared carried.

NEW BUSINESS

A. GAZEBO RESERVATIONS: Clerk Nelson informed the Council there had been a residence's request for the city to consider allowing people to make reservations for Gazebo use. Clerk Nelson informed the Council that there was no way to prohibit others from using the facility since it is an open structure unlike the American Legion Shelter, which can be locked. The only indication for approved use at a set time would be to have a note board at the Gazebo stating that the facility was reserved for a certain party at a given time and date. Following brief discussion, the Council agreed by general consensus that the City should make arrangements to reserve the Gazebo.

B. AUDITORIUM USE: Clerk Nelson reported that the Arts Council and Community Education have reserved use of the City Auditorium for "Kid's Day/Movie Day," family event on October 29. They are asking if they must pay a rental fee for the event? The Council directed Clerk Nelson to find out the type of use and activities going on that might determine whether or not the City would have an actual cost for electrical usage, custodial services, or the like.

C. ZONING APPLICATION – MATT BAUER: Clerk Nelson presented a Zoning Application submitted by Matt and Sue Bauer, dba Caledonia Electronics, proposing to construct a "name" sign off the front of the store at 102 South Kingston Street. The sign will be either a 3'

x 5' or 3' x 7' dimension and will hang above the window awnings. Following brief discussion, a motion was made by Mayor Morey, seconded by Member Standish, to approve the application provided that the owner of the property sign the application form to assure he has knowledge of the work to be done on his building. All members voted in favor and the motion was declared carried.

D. EMERGENCY OPERATION PLAN: Included with the Agenda were copies of the City Emergency Operation Plan for review by the Council. Because of the lateness of the hour, this issue was tabled to a future meeting.

E. HOUSTON COUNTY PROPOSED JAIL LOCATIONS: Mayor Morey informed the Council that Houston County had a meeting scheduled for at noon, Tuesday, September 13, at the Commissioners Room to discuss the possible locations of the proposed new county jail.

CLERK'S REPORT

A. SANITARY SEWER ISSUE: Clerk Nelson reported to the Council that it came to his attention on or about September 7 that the two small homes on Bungalow Lane, off East Washington Street, are not connected to the Sanitary Sewer System. Nelson said the sanitary waste apparently empties into some type of underground container, he will investigate the ordinances and statues to determine what action may or should be taken by the City.

B. EMPLOYEE TIME RECORD: Enclosed with the Agenda was the Employee Time Record for pay period August 15 – 28, 2005.

C. POLICE DEPARTMENT ACTIVITY LIST: Enclosed with the Agenda was the Police Department Activity List and Summary for August 2005.

D. LEAD/COPPER TAP WATER MONITORING REPORT: Enclosed with the Agenda was the test result determined by the Minnesota Department of Health for samples taken in Caledonia. Samples past.

E. ELECTRIC DEPARTMENT VEHICLE: Nelson informed the Council that the chassis for the Electric Department vehicle had been assembled and delivered to the company which fabricates and mounts the apparatus. The City made payment for the chassis (\$46,345) and has covered the vehicle with auto insurance.

F. DISCHARGE MONITORING REPORT: Enclosed with the Agenda was the Discharge Monitoring Report form for August 2005, showing an average monthly total nitrogen level of 3.22 mg/l.

G. POLICE DEPARTMENT SHIFT SCHEDULE: Clerk Nelson reported that Amy Hoscheit, Secretary, had requested a change in daily schedule from 8:00 a.m. – 5:00 p.m. with a one hour lunch period to a starting time of 8:30 a.m. – 5:00 p.m. with a half hour lunch period. Chief Shefelbine approved the request.

MISCELLANEOUS ITEMS

A. COMPLAINT: Clerk Nelson informed the Council that a City resident had complained about visibility being blocked for backing out of his driveway by the vines or bushes on a neighbor's property extending out into the boulevard area. Nelson asked the Council members to inspect the site to receive their opinion to whether it did in fact constitute a visibility hazard and notice should be sent to the property owner to trim back the plants.

ADJOURNMENT: There being no further business before the Council, a motion to adjourn was made by Member Fisch and seconded by Member Klug. All members voted in favor, the motion was declared carried and the meeting then adjourned at 10:41 p.m. The next Regular Meeting of the City Council is scheduled for 7:00 p.m., Monday, September 26, 2005, in the Council Room, City Hall.

Michael J. Morey, Mayor

Robert L. Nelson
City Clerk – Administrator